

Request to Terminate Utility Services

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Representative],

I am writing to formally request the termination of my utility services at the following address:

[Service Address]

My account number is [Your Account Number]. I would like the termination to take effect on [Desired Termination Date]. Please confirm that the final bill will be sent to my address listed above.

If you require any further information or documentation to process my request, please let me know.

Thank you for your assistance.

Sincerely,

[Your Name]